

ATTENDANCE POLICY

Regular attendance means 100% attendance at all sessions of a prelicense or continuing education (CE) course.

Make-Up Work for Prelicense Courses: If a student misses a portion of a class, makeup work is allowed *only at the discretion of the instructor* to satisfy the attendance requirement. A student may complete makeup work if he or she misses no more than 10% of the scheduled in-class instruction time. A student who misses more than 10% of the course should be dropped from the class. All makeup work must be completed within 30 days of the last day of the course, and the student is not eligible to take the final course exam until all makeup is completed. Makeup work may consist of attendance in the corresponding class sessions in a subsequent offering of the same course, the supervised presentation by audio or video recording of the class sessions missed, or any other assignment deemed appropriate by the instructor.

For a salesperson's license, the applicant will complete 90 hours. For a broker's license, the applicant will complete four specified courses in advance real estate for a minimum of ninety additional hours. To receive credit for prelicense courses, a student must regularly attend and complete the course (54-2022). Exam time is NOT included as approved classroom hours of instruction (54-2036(2)(c)).

Make-Up Work for CE Courses: Makeup work is not allowed, except for attendance in the corresponding class session in a subsequent offering of the same course, and *only at the discretion of the instructor*. Consequently, CE providers are compelled to impose stringent attendance standards, and may not award CE credit to a student who missed any portion (even a matter of minutes) of a CE class, unless the student successfully completes the required hours in a subsequent course offering, or completes the challenge CE exam if available. CE providers are charged with the responsibility of enforcing the attendance standard, and have developed various procedures for handling this issue. The Commission obligates providers to take a strict approach.

REQUIRED NOTICE: Providers and instructors of prelicense and continuing education courses approved in Idaho are required to include this "Attendance Policy" in each approved student course outline for all prelicense and continuing education courses.

See 54-2004(38), 54-2023(5), 54-2036(2)(g), Idaho Code.

Revised 03/06